



# Environmental Protection Agency

## Vacancy Listing Report

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**Vacancy Number:** Reg 9-DE-2006-0046

**Vacancy Description:** LIBRARIAN, GS-1410-12 / 13

# Vac/Duty Loc 1: 01, San Francisco County, CA

# Vac/Duty Loc 2:

# Vac/Duty Loc 3:

**Series/Grade:** GS-1410-12/13

**Hiring Agency:** Environmental Protection Agency

**Contact Information:** Yvette Sandoval, 415-972-3823, sandoval.yvette@epa.gov

**Promotion Potential:** GS-13

**Date Opened:** 8/28/06

**Date Closed:** 9/8/06

**Salary:** 71237 - 110122

### Information:

BEFORE APPLYING, PLEASE READ THE ENTIRE ANNOUNCEMENT AND PAY PARTICULAR ATTENTION TO THE SECTION TITLED "HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT" AND THE REQUIRED SUPPLEMENTAL INFORMATION NECESSARY IN ORDER TO BE CONSIDERED FOR THIS POSITION.

This position is also being advertised concurrently under merit promotion vacancy announcement number Reg 9-MP-2006-0108. In order to be considered under multiple announcements, applicants must apply separately under each announcement. This vacancy may be filled by means other than this announcement.

### RELOCATION EXPENSES:

Travel, transportation, and relocation expenses will not be paid by the Agency. Any travel, transportation, and relocation expenses associated with reporting for duty in this position will be the responsibility of the selected candidate.

### WHO MAY APPLY:

All interested applicants with U. S. Citizenship or residence of American Samoa or Swains Islands.

### LOCATION OF POSITION:

U.S. Environmental Protection Agency, Region 9, Office of Public Affairs, Environmental Information and Education Office, San Francisco, CA.

**NUMBER OF POSITIONS:** 1 (Full-Time)

### SALARY RANGE:

GS-12: \$71,237 - \$92,605 per annum



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GS-13: 84,713 - \$110,133 per annum□□

### PROMOTIONAL POTENTIAL:

The highest grade (full performance level) of this position is GS-13. The position may be filled at either the GS-12 or GS-13 grade level. The primary difference between grade levels is the degree of supervision, the level of training and guidance provided and the complexity of assignment. A person selected at the GS-12 grade level may be promoted progressively to the full performance level of GS-13 without further competition.

### DESCRIPTION OF WORK AT THE GS-13 LEVEL:

The incumbent manages EPA Region 9's Environmental Information Center (EIC) and is responsible for efficiently ensuring the ongoing value and day-to-day viability of information collections, systems and services that support the Region's enforcement, science and rulemaking activities. Manages library services and activities to ensure that the EIC efficiently provides timely and relevant information to EPA staff and members of the public (including consumers, regulated entities, students, and others). Analyzes EIC needs and performance, identifying trends and emerging issues in order to recommend improvements or additions in EIC services. Develops methods for tracking the quantity and nature of information requests and the quality of customer service provided by the EIC. Solicits feedback from internal and public customers to measure operational effectiveness and to ensure efficient use of resources. Innovates to develop new methods, tools and techniques, successfully advancing Region 9 priorities and serving as a model for other EPA libraries and information collections.

Management of EIC operations includes: Providing guidance and access to information services, both within the physical confines of the library and beyond the library through databases, networks and cooperative agreements; exercising expertise in the organization, quality and location of information critical to scientific, regulatory and enforcement work by environmental programs; organizing and classifying information based on thorough understanding of EPA's operational needs in the region, its range of programs, and the content of its specialized environmental libraries; refining the mix of hard-copy and electronic resources available to maximize performance and efficiency; and short- and long-term planning to adjust to the growing volume and complexity of specialized information used by EPA and changes in technology and resources.

Plans and performs outreach and training to ensure that Region 9 staff is equipped with up-to-date knowledge of readily available information resources that support their programmatic work. Designs and delivers training sessions in the efficient use of online tools and EIC services to maximize return on investment and cost-effective use of staff time. Serves as a consultant to Region 9 programs on strategies and tools for supporting core program work. Prioritizes needs and opportunities for outreach and training on new and existing resources, tools and techniques. Pursues more complete understanding of Region 9 operational needs through focused assessment and ongoing dialogue with customers.



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Collaborates with other managers and librarians in the EPA Library Network to supply EPA staff across the nation with timely and accurate information needed to carry out EPA's mission. Contributes to policy-making and implementation processes for the Library Network and its member libraries. Anticipates, budgets for and obtains needed services from other EPA libraries. Oversees compliance with procedures to ensure that digitization and archiving objectives of the Agency are met. Engages in strategic planning with Network members and leadership in refining EPA's ability to provide online and hard copy information services to Agency staff and members of the public.

### EMPLOYMENT CONDITIONS:

The position may be subject to one or more of the following:

Union: NTEU  
Medical Monitoring: NO ☐☐  
Drug Testing: NO  
Financial Disclosure: NO  
Supervisory Probationary Period: NO  
One Year Probationary Period: YES (if applicable)  
Position Sensitivity Level: NON-SENSITIVE ☐

### BASIC QUALIFICATION REQUIREMENTS:

Applicants must meet the basic requirements specified in paragraphs A or B below.

A. ☐ Completion of 1 full academic year of graduate study in library science in an accredited college or university, in addition to completion of all work required for a bachelor's degree; OR

B. ☐ A total of at least 5 years of a combination of college-level education, training, and experience. To qualify on this basis, the applicant must establish conclusively that the education, training, and experience provided a knowledge and understanding of the theories, principles, and techniques of professional librarianship; a knowledge of literature resources; and the knowledge and abilities essential for providing effective library and information services.

### ADDITIONAL QUALIFICATION REQUIREMENTS:

Applicants must meet the specialized experience requirements, including any selective placement factor(s), described in this announcement and U.S. Office of Personnel Management's Operating Manual for Qualifications Standards ([www.opm.gov/qualifications/index.htm](http://www.opm.gov/qualifications/index.htm)). Part-time experience is prorated in crediting experience (e.g., if you work 20 hours per week for 12-month period, you will be credited with 6 months of experience). Applicants must meet the qualification requirements in full by the closing date of the vacancy announcement.

**Vacancy Listing Report****ADDITIONAL EXPERIENCE REQUIREMENTS FOR GS-12 AND GS-13 POSITIONS:****GS-12:**

In addition to the basic requirements outlined above, to qualify at the GS-12 level the applicant must have at least 1 year of specialized experience (equivalent to the GS-11 level in the federal service) that provided the ability to perform and direct several areas of library work in the environmental field, including research, collection management, and needs assessment; knowledge of EPA statutes, programs and information/research needs; an understanding of the concepts, theories, new developments, and co-relationship of information in related fields; and the ability to maintain up-to-date information on the state of the art. Examples of specialized experience at the GS-11 level include: modifying standard library practices, precedents, and techniques; evaluating, selecting, and adapting precedents to meet specialized information requirements; applying standard practices of environmental science, regulation and enforcement as they relate to the librarian profession; locating information, often of a specialized or technical nature, from a wide variety of published and unpublished sources and electronic data bases; managing a library providing the full range of services; etc.

**GS-13:**

In addition to the basic requirements outline above, to qualify at the GS-13 level the applicant must have at least 1 year of specialized experience (equivalent to the GS-12 level in the federal service) that provided the ability to perform and direct a full range of library work in the environmental field, including research, collection management, and needs assessment; extensive knowledge of EPA statutes, programs and information/research needs; a thorough understanding of the concepts, theories, new developments, and co-relationship of information in related fields; and a record of maintaining up-to-date information on the state of the art. Examples of specialized experience at the GS-12 level include: establishing and modifying standard library practices, precedents, and techniques; evaluating, selecting, creating and/or adapting precedents to meet specialized information requirements; applying standard practices of environmental science, regulation and enforcement as they relate to the librarian profession; locating information, often of a specialized or technical nature, from a wide variety of published and unpublished sources and electronic data bases; managing a library providing the full range of services; etc.

**EVALUATION CRITERIA:**

Applicants who meet the qualification requirements will be further evaluated on their responses to the on-line vacancy announcement questions. Applicants will be rated on the extent and quality of experience, education, and training relevant to the duties of the position. Eligible applicants will receive a numerical rating based on their responses to the application questions for this position submitted online via EZHire@EPA. These responses must be substantiated by your online resume. Applicants who do not



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respond to the application questions may be rated ineligible.

Note: EZhire will assign a tentative rating based on your response to the application assessment questions. This tentative rating is subject to change once your application package (including your response to the applicant assessment questions) is reviewed by a Human Resources Specialist.

**WARNING!** Your answers will be verified against information provided in your on-line resume. Be sure that your resume clearly supports your responses to all the questions by addressing experience and education relevant to this position. If you exaggerate or falsify your experience and/or education, you may be removed from employment consideration. You should make a fair and accurate assessment of your qualifications.

### HOW TO APPLY FOR THIS VACANCY ANNOUNCEMENT:

Please follow directions for paragraphs 1, 2 and A through D (1) through (5).

1. Resume and application questions for this vacancy **MUST** be received on-line via the [www.epa.gov/ezhire](http://www.epa.gov/ezhire) web site **BEFORE** midnight Eastern Standard Time (EST) on the closing date of this announcement. If you fail to submit a **COMPLETE** online resume, you **WILL NOT** be considered for this position. U.S. Office of Personnel Management (OPM) pamphlet (OF-510) Applying for a Federal Job explains what information your resume must contain in order for your resume to be considered complete. You may view OF-510 Applying for a Federal Job from the OPM web site at [www.opm.gov/forms/html/of.asp](http://www.opm.gov/forms/html/of.asp). Paper applications **WILL NOT** be accepted and requests for extensions **WILL NOT** be granted. If applying online poses a hardship to any applicant, the servicing Human Resources Office listed on the announcement will provide assistance to ensure that applications are submitted online by the closing date. Applicants **MUST** **CONTACT** the servicing Human Resources Office **PRIOR** **TO THE CLOSING DATE** to speak to someone who can provide assistance for online submission. If you have accessed this announcement from an alternate web site please visit [www.epa.gov/ezhire](http://www.epa.gov/ezhire) to apply for this position.

2. Submit all required supplemental application materials by the closing date of the announcement (including Saturdays, Sundays, or government holidays). Supplemental application materials must be sent to either the contact address or fax number identified below and must include your name and the announcement number for which applying. Any materials received after the closing date of the announcement will not be accepted. Failure to clearly mark each document with your name and announcement number may result in your application not being accepted for employment consideration. Supplemental application materials may include one or more of the following:

A. If the position announcement lists the completion of specific college course work under the qualification requirements, submit a copy of college transcripts or provide a list of college courses completed. A

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list of college courses must identify the department under which the college course was taken, course number, and number of semester or quarter units completed. (Mandatory, if applicable - Failure to submit by the closing date will result in an ineligible rating.)

B. Foreign Education: If you are qualifying for this position in part based upon the completion of a foreign degree, applicants must have their foreign education certified by an accredited American Academic Institute or private credentials evaluation service. Reference: [www.opm.gov/qualifications/Sec-II/s2-e4.htm#e4a](http://www.opm.gov/qualifications/Sec-II/s2-e4.htm#e4a) (Mandatory, if applicable - Failure to submit by the closing date will result in an ineligible rating.)

C. Candidates claiming veteran preference must submit the following information in order to receive preference.

DD-214 Discharge Papers

SF-15 Application for 10-point Veterans Preference (Mandatory if applicable)

Supporting documentation as required by SF-15 (Mandatory if applicable)

If you are claiming 10 point Veterans Preference and do not submit the SF-15 and supporting documentation listed above, you will be given Tentative Preference (5-point Veterans Preference).

(Reference [www.opm.gov/veterans/index](http://www.opm.gov/veterans/index) or <http://www.opm.gov/veterans/html/vetsinfo.pdf>)

D. DISPLACED EMPLOYEES REQUESTING SPECIAL SELECTION PRIORITY CONSIDERATION UNDER THE INTERAGENCY CAREER TRANSITION ASSISTANCE PROGRAM (ICTAP).

If you are a displaced Federal employee, you may be entitled to receive special priority selection under the ICTAP. You will not receive priority consideration under ICTAP eligibility unless you submit all supporting documentation as indicated below. To receive this priority consideration you must:

1. Be a displaced Federal employee within the commute area within the last year. You must submit a copy of the appropriate documentation such as a RIF separation notice, Notification of Personnel Action (SF-50) stating you were separated by RIF, a letter from OPM or your agency documenting your priority consideration status.
2. Apply for a position at or below the grade level of the position from which you have been separated. The position must not have a greater promotion potential than the position from which you were separated. If you are applying for a position with higher promotional potential, you will not be given priority consideration but will be given consideration under the Delegated Exam process.
3. Have a current (or last) performance rating of record of at least fully



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successful or equivalent. This must be submitted with your application package. (This requirement does not apply to candidates who are eligible due to compensable injury or disability retirement.)

4. Occupy or be displaced from a position within the local commuting area.

5. Meet minimum qualification requirements including any selective factor, if applicable, and be rated well qualified for the position.

For more information on ICTAP eligibility requirements, please visit <http://www.opm.gov/ctap/index.htm>.

### ADDITIONAL APPLICATION INSTRUCTIONS:

Please include your name and the announcement number on each page of your documentation to ensure proper processing of your application. Supplemental materials not properly labeled or received after the closing date will not be considered.

Please do not submit any additional documentation, which has not been requested in this announcement. For example, do not submit copies of resume, performance appraisals, awards, training certificates, writing samples, or any other non-requested materials.

FAX NUMBER: 415-947-8024

### MAILING ADDRESS:

U.S. Environmental Protection Agency, Region 9  
Human Resources Office, MTS-8  
75 Hawthorne Street  
San Francisco, CA 94105

### WHERE TO OBTAIN MORE INFORMATION:

You may search [www.usajobs.opm.gov](http://www.usajobs.opm.gov) or you may call our office at (415) 972-3817.

### REASONABLE ACCOMMODATION:

EPA provides reasonable accommodations to applicants with disabilities. If you need a reasonable accommodation for any part of the application and hiring process, please notify the Agency. The decision on granting reasonable accommodation will be made on a case-by-case basis.

### EQUAL EMPLOYMENT OPPORTUNITY:

EPA is an equal opportunity employer. Selection for this position will be based solely on merit without regard to race, color, religion, age,



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gender, national origin, political affiliation, disability, sexual orientation, marital or family status or other differences.